

10 August 1973

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MEMORANDUM FOR:

SUBJECT : Planning for Seventh Annual Records
Management Officers Conference

1. Following are the suggestions which evolved from the first meeting of the Records Management Conference Planning Committee:

A. Theme: along the lines of "United",
"Togetherness", "Cross-Reins".

B. Format:

(1) Directorate work sessions -- approximately three, 2 hours duration each -- interspersed with talks on subjects of general interest.

(2) Mixed Group work sessions on an Agency Procedural Handbook interspersed with talks on subjects of general interest.

(3) Both of the above.

C. Subjects suggested for "filler" talks

- Keynote Speaker - Mr. Colby (or, if he is unavailable, Mr. Brownman). Presentation to be videotaped with clear intent that it be later scheduled for viewing at Headquarters; such viewing to be preceded by an announcement from Mr. Colby directing office and staff chiefs to see it.

- Historical Staff presentation - Walt Elder. Philosophy and theory of historical records.

- SIPS.- What is it? How it affects the Agency as a whole. Data Management Center.

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- Annual Report of Records and Equipment Inventory and Sq. ft. of floor space required for equipment. Speaker? Subject is confusing, so is form.

- Human behavior in job relationships. Speaker? Film?

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- Vital Records. Ask [] if this is a subject we can discuss realistically. What about report that OEP is "to be phased out later this year"? (I will see [] on this subject before the next meeting.)

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- Fulltime professional records management officers-- emphasize concept. Speaker?

- Reproduction Equipment.- []
What is the plan for reproduction equipment?

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- Word processing equipment.- []
How does he envision use of word processing equipment in Agency? Work Applications? Status of guidelines?

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- Microfilm. Consensus that last year's panel on this was non-productive. Are there guidelines ready to go now? Speaker -- Authority on subject.

D. Further Suggestions:

- Records Center Tour. Give more stress to this part of the program and limit tour to one-half hour. Question arose as to possibility of a couple of tours during working day, at coffee break time, etc. Day-time tours will be discussed further at the next meeting.

- Directorate representative be selected to give highlights of his sessions.

- Summary session at end of conference should be limited to a total of one-half hour. (Those to give summaries might check with counterparts to make sure there is no duplication.) NB: Should not this and preceding item be combined?

- Longer coffee breaks to allow for interaction between members of Directorates.

E. Logistics and Social Considerations to be considered:

- Letterhead
- Folders
- Facilities for Directorate sessions
- Social Hour activities

Comment: Last year there were complaints about:

1. the movie -- the movie was inferior and the speaker system impossible.
2. Free beer but no free soft drinks. This could be a misunderstanding. Check it out.

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- Accommodations for women:

Comment: complaints last year about:

1. Lack of toilet paper after first day
2. no sink in room.

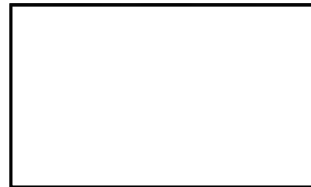
2. The next meeting of the committee will be on Wednesday, 15 August 1973 at 1400 in Room 4F31 Headquarters. Please be prepared to discuss the following:

A. A theme. A review of the preceding does not support a "togetherness" thrust. Time available dictates that we chose either the directorate sessions or the mixed group sessions. At our last meeting the majority favored the directorate groups and, realistically, it is doubtful that at this late date meaningful handbook starter chapter could be made available by October.

B. Finalize how much time should be allotted to directorate sessions. Last year it totalled about 7.5 hours.

C. Indicate order of interest to your Directorate of subjects listed in Para. 1 C and, where possible, confirm or recommend speakers.

D. Be prepared to suggest what the speakers should cover in their talks and questions to be resolved.



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